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POINTS OF LIGHT

Community Emergency Preparedness Corps AmeriCorps Member Position Description

NAME AND LOCATION OF SITE: City of Bloomington Volunteer Network –Bloomington Indiana

TITLE: Community Emergency Preparedness Corps Member

REPORTS TO: Elizabeth (Bet) Savich

TERM OF SERVICE: January 17, 2014-November 17, 2014

ANTICIPATED SERVICE SCHEDULE: Each member will serve 1700 hours over the term of service, averaging 40 hours per week, which may include some evening and weekend hours

SITE DESCRIPTION: The City of Bloomington Volunteer Network is a program of the Community and Family Resources Department of the City. It is the primary source for volunteer information in Bloomington and Monroe County, with over 225 local partner organizations and programs, representing the social services, arts, cultural, environmental and animal welfare areas.

The Volunteer Network has six core functions:

- **Connect** individuals and groups to volunteer opportunities in Bloomington and Monroe County
- **Build** the capacity for effective volunteering through nonprofit support, resources and professional development opportunities
- **Promote** and celebrate volunteerism
- **Participate** in strategic partnerships and initiatives to mobilize volunteers to strengthen our community
- **Match** the material needs of local nonprofit organizations with community members and businesses who can meet those needs.
- **Manage** volunteers in the event of a major local disaster

POSITION SUMMARY

The Community Emergency Preparedness Corps (CEP Corps), an AmeriCorps program implemented by Points of Light, creates disaster resilient communities by increasing preparedness of individuals and families through volunteer engagement. CEP Corps members will serve 10-month terms beginning in January 2014. CEP Corps members will provide direct service and train volunteer leaders to recruit and educate teams of volunteers to:

- 1) ***Improve preparedness of individuals and families*** through local collaborative volunteer projects, service events, and trainings resulting in personal preparedness plans.
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- 2) ***Expand Local Preparedness Networks*** and community capacity to respond to disasters by strengthening partnership networks while building a corps of trained volunteer leaders with specific focus on managing unaffiliated volunteers in emergency situations.
- 3) ***Support long-term recovery and sustainability*** by increasing organizational capacity to help individuals and families prepare and, in the case of disaster, more easily respond and recover from current events.

MAJOR RESPONSIBILITIES AND RELATED TASKS

- **Design and develop volunteer projects** such as neighborhood canvassing to provide literature to and promote general awareness of disasters, managing donation drives to collect and distribute items for personal or family preparedness kits for vulnerable populations, and developing individualized preparedness plans with individuals, families and youth
- **Organize and manage large scale Days of Service** such as National Preparedness Month Neighborhood Block Parties, September 11 Day of Service, Hurricane Blow Out Days, Kit Building Party Days, and Winter Weather Parties
- **Conduct and facilitate participation in trainings** such as the Citizen Corps' Community Emergency Response Team training, Points of Light's Disaster Resistant Communities Group training, Points of Light's Spontaneous Volunteer Management in Times of Disaster training, and Volunteer Arlington's Volunteer Emergency Support Team training

BENEFITS

- Opportunity to make a difference in a community
- Opportunity to register with AmeriCorps Alums (www.americorpsalums.org)
- Two-day Community Emergency Preparedness Corps Training in Atlanta, GA
- Opportunity to participate in Points of Light virtual webinars and conference calls
- Networking opportunities with fellow corps members across the country
- Onsite training and professional development
- Living allowance of \$12,100 over term of service
- An AmeriCorps Education Award (\$5,645) upon successful completion of service
- Health benefits and child care assistance if qualified

ELIGIBILITY REQUIREMENTS

CEP Corps members are as diverse as the communities they serve.

Applicants must:

- Be a U.S. citizen or legal permanent resident
 - Have a college degree or attended some college, have a high school diploma or GED.
 - Have served no more than two terms in an AmeriCorps state or national program.*
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- Agree to a criminal background check
- Be able to participate in the Community Emergency Preparedness Corps Training in Atlanta, GA on January 15-16, 2014
- Be able to begin service on January 17, 2014

Previous experiences with service, training, or leadership development strengthen candidacy.

* Individuals may receive no more than the value of two full time education awards. If you have received the equivalent of more than one full time education award, you are eligible to serve and receive a discounted award.

HOW TO APPLY:

For more information, please contact Elizabeth (Bet) Savich at (812)349-3472 or volunteer@bloomington.in.gov. Please send your application to: Bet Savich, City of Bloomington Volunteer Network PO Box 100 Bloomington IN 47402.